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Office of Personnel

OP MEMORANDUM NO. 20-12-23

27 January 1982

OFFICE OF PERSONNEL MEMORANDUM

SUBJECT : Applicant Processing and Travel Reimbursement

RESCISSION: OPM 20-12-19 dated 9 August 1978

1. Applicants selected for employment consideration are brought to Headquarters at Government expense for pre-processing interviews and/or pre-employment processing and are reimbursed for certain expenses incurred during the visit.

2. With the exception of applicants for the Career Trainee Program (CTP), the Staff Personnel Division (SPD) arranges applicant travel as follows:

a. Pre-processing interviews: When an Office requests that an interview and/or testing be arranged in Washington for a professional or technical applicant, Professional Staffing Branch contacts the applicant and makes the necessary arrangements for the trip. Clerical applicants do not receive a separate pre-processing interview. Rather, they are interviewed by Clerical Staffing Branch when they report for medical and polygraph appointments.

b. Pre-employment interviews:

(1) For professional and technical applicants, Professional Staffing Branch reviews and approves the initiation of processing upon receipt of Form 1152, Request for Personnel Action. For clerical applicants, a Form 1152 is not required until after Clerical Staffing Branch initiates processing.

(2) SPD Processing Assistants prepare and transmit the appropriate forms to the Office of Security and Office of Medical Services. SPD then transmits a letter of initiation to the applicant. In the letter, the applicant is advised to contact SPD immediately, at which time medical and security appointments are scheduled as soon as is possible. A letter confirming appointments is then sent to the applicant with reporting instructions and reimbursement information.

3. Candidates for employment are entitled to reimbursement for transportation and subsistence expenses (i.e., on an actual expense basis not to exceed the established area per diem rate) when they are in Washington. The following are allowable expenses:

a. Travel of applicants by economy jet air or other common carrier, or established Agency rate for POV mileage, not to exceed economy jet air fare from place of residence within the U.S., its territories and possessions, or from point of entry if residing overseas. For air travel,

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Central Processing Branch (CPB) will normally issue a Government Travel Request (GTR) which will be used to make a ticket available to the applicant at the originating airport. Travel costs from overseas residences are paid only for those applicants whom the Head of the Career Service will certify as possessing skills that are unique or hard to find, or who fall into special recruitment programs such as those for minorities or the handicapped.

b. Food, lodging, baggage transfer, and tips, up to the established area per diem rate.

c. Limousine or taxi to and from airports, not to exceed $10.00 one way (except that trips to and from Dulles Airport to Headquarters Building will be reimbursed at cost). A 15% tip on taxi fares is authorized.

d. Taxi fares (plus 15% tip) from hotels and motels in the Metropolitan Washington area to Agency buildings, and return. The Agency shuttle bus will normally be used for trips between Rosslyn and Headquarters.

e. The Chief, Staff Personnel Division, is authorized to approve or disapprove payment of claims for types of expenditures that are not covered above.

4. Applicants for the CTP are processed by the Career Training Staff, and reimbursed in accordance with the guidelines cited in 3.a.-d.

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James N. Glerum
Director of Personnel

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